



Job Opportunity Bulletin

Associate Personnel Analyst

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| Tenure/Timebase: | Permanent/Full-time |
| Office/Location: | California Commission on Teacher Credentialing Office of Human Resources 1900 Capitol Avenue Sacramento, CA 95814-4213 |
| Salary: | \$4111-\$4997/month |
| Final Filing Date: | November 24, 2004 or until filled |
| Contact: | Josie Hernandez (916) 324-3937 |

The Office of Human Resources at the Commission is looking for a highly motivated, team-oriented individual to fill an Associate Personnel Analyst position.

DUTIES:

Under general supervision of the Personnel Officer, the incumbent is a full journey level analyst who works with a high degree of independence performing the more responsible, varied and complex technical work of the Commission's personnel management program.

- Provide consultation to supervisors, managers, and employees regarding proposed personnel actions for conformity with regulations, classification and pay standards or good personnel procedures, and certification of incumbents; interpret and explain collective bargaining agreements, civil service laws and rules, departmental policies and procedures.
- Advise, counsel and assist managers and supervisors on sensitive employee disciplinary and/or performance matters. Review supporting documentation, consult with legal staff and recommend appropriate disciplinary action to be taken. Provide expertise on the state's disciplinary process and provide guidance throughout the preventive, corrective and adverse action phases. Prepare formal adverse actions as necessary.
- Prepare reports, revise departmental manuals, respond to correspondence regarding human resources issues; conduct special surveys and personnel studies.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Experience as a Classification and Pay Analyst
- Extensive knowledge of laws and rules, bargaining unit contracts, investigative techniques, and the progressive discipline process
- Knowledge of labor relations, progressive discipline, adverse actions, and EEO
- Commitment to continuous quality improvement and customer service
- Strong analytical and problem-solving skills with a demonstrated use of good judgement

WHO MAY APPLY:

Current state employees who possess the qualifications listed above and have employment list eligibility to an Associate Personnel Analyst or individuals who are interested in a lateral transfer or reinstatement may apply. The appointment is subject to the State Restriction of Appointment (SROA) and State Hiring Freeze procedures.

IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Josie Hernandez. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reinstatement, transfer, or list eligibility) on the application.* The applications will be screened and only the most qualified applicants may be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.